SAT0300 - Attendance Proof List

Table of Contents

SAT0300 - Attendance Proof List

Attendance > Reports > Attendance Reports > Students > SAT0300 - Attendance Proof List

This report lists demographic data for all students enrolled at the campus, including errors in the student records. The report is used to verify student demographic and entry/withdrawal record information. The report prints cumulative student information as subsequent cycles are printed. The report is also be used to track status changes in special programs by cycle or for the complete year when run for semester 2-cycle 3.

Flags in the report are used to identify potential problems or missing information in student records:

- Flag GBA (grade level, date of birth, age) - Students who might be in the wrong grade level based on age and date of birth
- Flag C - Students who do not have an assigned control number
- Flag P - Students who have an inconsistency with the number of instructional setting contact hours

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit **ending** school year.
Campus ID	Type the three-digit campus ID, or click ⋮ to [select the campus].
Attendance Track	Type the two-digit attendance track.
Semester (1, 2)	Type the one-digit semester. Valid semesters are 1 and 2. For a four-semester campus, valid semesters are 1, 2, 3, and 4.
Cycle (1, 2, 3)	Type the one-digit cycle code. As the school year progresses, the report will accumulate all data from previous semester-cycles. For example, if the report is run for semester 2-cycle 3, cumulative data is printed for semesters 1 and 2.
School Uses Control Numbers (Y, N)	Y - The campus uses control numbers. If you have not run the Assign Control Numbers utility in Grade Reporting, students who do not have assigned control numbers are flagged with C. N - The campus does not use control numbers.
Print Student SSN (Y, N, M)	Y - Print the entire social security number. N - Print XXX-XX-XXXX for the social security number. M - Print the masked social security number (e.g., XXX-XX-1234).

Back Cover